

Solicitation Number: 06-0002-04

***Financial Services Support Service for the Office of Naval Research
for the Office of the Comptroller (Code 08)***

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0002 are due by 2:00 PM (local), 22 September 2006.

1.0 BACKGROUND

The Comptroller's Office is responsible for budgeting, accounting, and managerial and fiduciary reporting for the Department of the Navy (DON) Science and Technology (S&T) Program and other funding directly controlled by the Office of Naval Research (ONR). In executing these responsibilities, the Comptroller's Office is responsible for reviewing the expenditures and correcting all problem disbursements, validating outstanding commitments and unliquidated obligations and the reviews of all types of funding that enter this office for execution.

This is a continuing requirement. The incumbent is Computer Products Inc. The current contract numbers are N00014-03-F-0110 and N00014-03-F-0133.

2.0 STATEMENT OF WORK

2.1 Objective

The Department of the Navy is currently preparing for an unqualified audit in the next few fiscal years. In order to obtain this, problem disbursements must be reduced and maintained at an acceptable level and validations must be performed in order to meet the Tri-Annual certification requirements. The purpose of this acquisition is to provide ONR Comptroller's Office with financial services.

2.2 Scope

The contractor shall provide financial management and reconciliation support services to the Office of Naval Research. This support shall involve reconciliation efforts of ONR's detail obligation documents between the accounting and payment offices. Contractor shall identify accounting error and systemic problems in the various contracts and subheads. Where applicable, contractor shall submit corrections to DFAS and ONR to correct any errors in the accounting systems.

The contractor will also update two obligation validation websites with the appropriate information. The contractor will also perform both commitment and obligation validation reviews as required by DODFMR Volume 3 Chapter 8 including contact with the performing activity contracting office and/or budget offices.

The contractor will perform other duties as assigned which may include, but is not limited to, filing, faxing, copying, and reviewing incoming funds and the posting of financial management obligations.

2.3 Technical Tasks/Requirements

2.3.1 Base Period:

During the base period, the contractor shall provide the following services:

- ♦ Reconcile ONR's detail obligation documents between the accounting and payment offices
- ♦ Identify accounting errors and systemic problems in the various contracts and subheads.
- ♦ Submit corrections to DFAS and ONR to correct and errors in the accounting system, where applicable.
- ♦ Provide maintenance support for two validation websites
- ♦ Perform commitment and obligation validation reviews as required by DODFMR (Department of Defense Financial Management Regulations) Volume 3, Chapter 8.
- ♦ Contact the performing activity contract office and/or budget offices, as required.
- ♦ Perform other duties as assigned within scope of this order, which may include but not limited to: filing, faxing, copying, and reviewing incoming funds and the posting of financial management obligations.

2.3.2 Options I through IV

If Option(s) is/are exercised, the contractor shall continue to provide the same services as described in paragraph 2.3.1 entitled "Base Period" and the deliverables stated in paragraph 2.4 entitled "Reports, Data and Other Deliverables".

2.4 Reports Data and Other Deliverables

The contractor shall provide the following reports:

- ♦ Quarterly Status Reports: This report shall include the tasks assigned/performed, accomplishments or other significant documentation either produced or in progress, and status of tasks in progress.
- ♦ Monthly Financial Reports: This report shall include expenditures for the period and the total expenditures to date. The reports should include the labor categories and the number of hours expended for that period and accumulative. Any Other Direct Costs expended should also be in the report with an explanation of each.
- ♦ Other Reports: If required, the contractor shall submit other reports in the agreed upon format and timeframe.
- ♦ Final Report: The contractor shall provide a Final Report at the completion of the base period and, if applicable, each option period. This report shall include a summary of the major tasks and accomplishments.

3.0 **Personnel Requirements**

3.1 **Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel, and PowerPoint. The contractor must be familiar or be able to pick up an understanding of NAVRIS, STARS, CAMIS, COBRA and various validation websites which ONR has access to, such as but not necessarily limited to Brace Management 2193 Recon Tool.

3.1.2 **Senior Manager, Senior Financial Analyst or Equivalent.** The candidate should at the minimum possess a High School diploma. The candidate should have at least three (3) years of experience in Navy Financial Management. In addition, the candidate should have an understanding of the Navy Financial Improvement Plan, Navy current accounting process and systems, auditing and/or financial consulting. Candidate should have the ability to gather data, perform analyses, make diagnoses, develop conclusions and prepare the required deliverables. The candidate should have the ability to effectively communicate orally and in writing.

3.1.3 **Computer System Analyst, Financial Analyst or equivalent.** The candidate should at the minimum possess a High School diploma. The candidate should have least three (3) years of experience in Navy Financial Management. The candidate should have the ability to perform analyses, document and evaluate data, and effectively communicate orally and in writing.

3.1.4 **Information Specialist or Equivalent.** The candidates should at the minimum possess a High School diploma. The candidates should have at least two (2) years of experience in Navy Financial Management. Candidates should have an understanding of the Navy current accounting process and systems. Candidates should have the ability to effectively communicate orally and in writing.

3.2 **Level of Effort**

3.2.1 The level of effort has been estimated for the proposed contract. A twelve (12) month base period and four twelve (12) month option periods have been defined. The total potential period of performance, with options, is 60-months.

3.2.2 **Base Period:** The base period of performance will be from time of award through 12-months. The level of effort anticipated for this period is approximately three man-years at an average rate of approximately 467 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is estimated below.

Labor Category	Hours Per Year	Place of Performance
Senior Manager	1,000	On-site at ONR HQ
Computer System Analyst	1,840	On-site at ONR HQ
Information Specialist	1,840	DFAS
Information Specialist	920	Contractor's Facility
Total	5,600	

NOTE: 1840 hours is equivalent to one (1) man-year

3.2.2 **Options I through IV:** If exercised, the period of performance will be from effective date of the modification exercising the option through 12-months. The level of effort anticipated for each Option period is approximately three man-years at an average rate of approximately 467 hours per month. A summary of the labor categories and the total anticipated annual hours for each Option period is estimated below.

Labor Category	Hours Per Year	Place of Performance
Senior Manager	1,000	On-site at ONR HQ
Computer System Analyst	1,840	On-site at ONR HQ
Information Specialist	1,840	DFAS
Information Specialist	920	Contractor's Facility
Total	5,600	

NOTE: 1840 hours is equivalent to one (1) man-year

3.2.3 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement.

3.2.4 While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 **Order Details**

4.1 **Contract Type:** The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 **Period of Performance:** Base period of 12 months from time of award with 4 one-year options.

4.3 **Other Direct Costs (ODCs)**

ODCs (including supplies, travel, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total ODC amount is not to exceed (NTE) including G&A \$55,000 per year. At this time, the specific items cannot be identified; however, the ODC total cannot exceed the NTE amount stated in this section.

This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility

include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.4 Place of Performance: Work will be performed at three different locations as described below:

- ♦ The Office of Naval Research: The following labor categories will perform their work onsite at ONR HQ located in Arlington VA: Senior Manager (part-time) and Computer Systems Analyst (full-time).
- ♦ The Contractor's Facility: The following labor category will perform its work at the Contractor's facility: Information Specialist (part-time)
- ♦ Defense Financial Accounting Service (DFAS): The following labor category will perform its work at DFAS: Information Specialist (full-time). This person will work at DFAS Charleston located in Charleston South Carolina until it closes. It is estimated to close in December 2007. After that, the contractor shall provide a person at the DFAS site where the function is transferred.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: The facilities shall be provided in accordance with the paragraphs below:

(a) Contractor Facilities: The contractor shall provide the facilities required to perform the tasks outlined in the Statement of Work which will take place at the contractor's place of business.

(b) Government Facilities: Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements:

(a) Clearance Requirements. No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.

(b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

(c) Nondisclosure Agreement. In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the tasks under this solicitation.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal:

The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal:

The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the prime's proposal or in accordance with section 5.3 of this solicitation before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement: Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later than 2:00 PM (Local Time) on 22 September 2006. All proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts

Price/Cost Factors

- (4) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or about 1 November 2006.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact: The Point of Contacts for this solicitation are the following:

Primary Point of Contact

Toni Cristinzio, Contract Specialist

Email: cristit@onr.navy.mil

Secondary Point of Contact

Vera M. Carroll, Branch Head

Email: carrolv@onr.navy.mil

**Non-Disclosure Agreement Regarding Contractor Support
for the Office of Naval Research**

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files